

## **BLUNDESTON & FLIXTON PARISH COUNCIL**

### **GRIEVANCE POLICY**

#### **Dealing with grievances informally**

If you have a grievance or complaint about your work or someone you work with, you should start by speaking with the Chairman wherever possible. You may be able to agree a solution informally between you.

If your grievance is against the Chairman and/or you feel unable to approach them, you should raise it with the Vice-Chairman.

#### **Formal grievance**

A formal grievance may be raised if:-

- the matter is serious (for example sexual harassment or whistleblowing)
- you wish to raise it formally (for example if raising it informally has not worked or you do not want it dealt with informally)

A formal grievance should be made in writing to the Chairman and without unreasonable delay. You should keep to the facts and avoid language that is insulting or abusive.

If your grievance is against the Chairman then the formal grievance should be made to the Vice-Chairman.

#### **Grievance hearing**

The Chairman (or Vice-Chairman) will call you to a meeting, usually within 5 working days, to discuss your grievance.

If your complaint relates to a duty owed by the employer to the employee, for example where an employer is not honouring the employee's contract or is in breach of legislation, then you have a statutory right to be accompanied by:

- a colleague
- a trade union representative
- an official employed by a trade union

The companion is allowed to:

- address the hearing to put and sum up the employee's case
- respond on behalf of the employee to any views expressed at the meeting
- confer with the employee during the hearing

The companion does not, however, have the right to:

- answer questions on the employee's behalf
- address the hearing if the employee does not wish it
- prevent the employer from explaining their case

After the meeting the Chairman (or Vice-Chairman) will give you a decision in writing, usually within 48 hours which will set out what action the employer intends to take to resolve the grievance and will also advise the employee of their right to appeal.

If the Chairman (or Vice-Chairman) needs more information before making a decision, they will inform you of this and the timescale.

### **Appeal**

If you are unhappy with the decision on your grievance you can raise an appeal. You should advise the Chairman (or Vice-Chairman) in writing the grounds of your appeal.

You will be invited to an appeal meeting, normally within 5 working days, with the Chairman (or Vice-Chairman). You have the right to be accompanied by a colleague or trade union representative.

After the meeting the (or Vice-Chairman) will give you a decision in writing, usually within 48 hours. The Chairman's (or Vice-Chairman's) decision is final.

This policy was adopted by the council at its meeting held on 17 February 2025

Date of next review – February 2026

Reviewed-February 2026

Next Review- February 2027